

**Iowa Balance of State Continuum of Care (CoC)**  
**DRAFT 2015 CoC Renewal Project Application Plan**  
**For COMMENT**

**Comments Invited**

Everything in this document is in DRAFT proposed form. It is not final, and it is likely to change. Some items are unknown and are indicated as “TBD.” Comments are invited from stakeholders on all aspects of this proposed application, timeline, and competition details.

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority will collect comments on this DRAFT 2015 CoC Renewal Project Application and make them available for review. Written comments may be submitted by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov). **Comments should be submitted by Friday, March 6, 2015.**

**Remember, this document is NOT FINAL. Renewal applicants SHOULD NOT submit an application based on this document.**

*Contact Information for Iowa Balance of State CoC Competition:*

Amber Lewis Iowa Finance Authority <a href="mailto:Amber.lewis@iowa.gov">Amber.lewis@iowa.gov</a> (515) 238-1930	Josh McRoberts Iowa Finance Authority <a href="mailto:Josh.McRoberts@iowa.gov">Josh.McRoberts@iowa.gov</a> (515) 725-4884
Zeb Beilke-McCallum Chair, CoC Committee <a href="mailto:zebb@icadv.org">zebb@icadv.org</a> (515) 244-8028 x411	Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee <a href="mailto:donna.phillips@iowa.gov">donna.phillips@iowa.gov</a> (515) 281-7215

**Introduction**

**The Iowa Balance of State Continuum of Care (CoC) will be requesting 2015 Project Applications for Renewal Projects.**

*The Continuum of Care (CoC) Program:* This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: <https://www.onecpd.info/coc/>.

*The 2015 CoC Competition:* HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC. HUD is taking steps to open the 2015 competition earlier this

year. HUD has not yet actually opened the competition, so we do not know many details. We do not know if funds will be available for new projects. We assume that CoCs will be required to rank Project Applications in order of priority. We also assume that projects will still be required to submit applications in HUD's Esnaps system, in addition to the applications submitted for CoC review and ranking. Project applicants also may be required to submit additional community planning information, in order to complete other sections of the Consolidated Application.

*The Iowa Balance of State CoC:* In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

*Resources:* Application resources and materials will be posted to this page, as they are available: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

## **2015 Proposed Renewal Application Process**

*Application Requirements:* Renewal Project Applicants must complete and submit the following:

- **Part 1: 2015 Project Narrative**
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: TBD**
- **Part 2: 2015 Project Application in HUD's online E-snaps system:**
  - <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>
  - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 3: 2015 Community Planning Narrative**
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 4: Other Attachments**
  - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
  - Leveraging Letters
  - Other
  - **Deadline: TBD, depending on final details when HUD opens the competition.**

*Application Reviews:* Project Applications will be reviewed first by the Continuum of Care Committee. Recommendations for Project Application ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their meeting on XXXXXXXX. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>.

*Voluntary Reallocations:* HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" <https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf>.

We assume HUD will follow a similar process for reallocation during 2015, encouraging voluntary reallocations. This means that instead of submitting a renewal application to continue with a current project, an applicant could choose to submit a new project instead, with the same amount of funds that would have been otherwise available for their renewal project. In some cases, it could even be for a higher amount of funds. There are likely to be two new project types that HUD would allow in this situation: Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing for Families.

The CoC may allow a project to submit a renewal application as directed in this document, and then decide afterwards to do a voluntary reallocation for a new project instead. This could result in a change of score and ranking.

*Appeals Process:* According to an Appeals Process established in 2014, the Executive Committee of the Iowa Council on Homelessness considers any appeals of CoC competition scoring, ranking, or funding recommendations. After the Iowa Council on Homelessness votes on the CoC project ranking, any project may appeal the council's decision. The appeal must be written and addressed to the Executive Committee of the Iowa Council on Homelessness, and submitted to the Iowa Finance Authority on the council's behalf. Appeals must be received by the Iowa Finance Authority within one week of the Iowa Council on Homelessness's initial project ranking vote (by XXXXXXXX). Email is the preferred method of submitting an appeal ([amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov)). The Executive Committee of the Iowa Council on Homelessness will review any appeals received and issue a final decision.

*Notice of Public Posting:* Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly. If confidential information must be included, the applicant must submit two versions, clearly marked, one that is the full application and one for posting that excludes the confidential information.

## **Proposed 2015 Renewal Project Application Timeline**

**Friday, February 13<sup>th</sup>, 2015:** DRAFT 2015 CoC Renewal Project Application and Ranking Process released for stakeholder comment.

**Friday, March 6<sup>th</sup>, 2015:** Comments due.

**Tuesday, March 10, 2015:** CoC Committee meets to review comments and recommend a 2015 CoC Renewal Project Application and Ranking Process.

**Wednesday, March 18<sup>th</sup>, 2015:** Iowa Council on Homelessness meeting; council votes on 2015 CoC Renewal Project Application and Ranking Process.

**Friday, April 24<sup>th</sup>, 2015:** 2015 CoC Renewal Project Applications due.

**May XXXX, 2015 (TBD):** CoC Committee members have scored applications independently; committee meets to discuss scoring and recommend rankings.

**Friday, May 15<sup>th</sup>, 2015:** Iowa Council on Homelessness meeting; Council reviews and votes on recommended renewal project rankings.

**Appeals Process, dates TBD:** Any appeals will be considered by the Executive Committee of the Iowa Council on Homelessness. The dates will depend on HUD's competition deadlines.

## **Proposed 2015 Project Scoring, Ranking, and Funding**

The proposed process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.
- Other aspects of funding will be considered after HUD provides details on the funding available for this competition. Some topics to consider include:
  - What will happen to projects that have unspent funds from the most recently-completed year? In recent competitions, eligible renewal funding amounts have been reduced in these cases, to only the amount that was actually spent.
  - Assuming HUD follows the same Tier 1 and Tier 2 process as recent years, how should Tier 1 projects be selected?
  - Should lower-scoring projects be eligible for only a percentage of renewal funding? For example, the lowest-scoring 10% of projects only eligible for 70% of funds? Then the next set eligible for 80%, then 90%? This could free up funds for new projects.

- Should lower-scoring renewal projects be placed in Tier 2 to allow possible funding for new projects in Tier 1?
- Should projects receive a bonus, special consideration, higher ranking, or something else, for voluntarily completing a reallocation to one of HUD's priority areas (Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing for Families)? If so, how should this work?
- Other ideas or considerations?

## **Proposed 2015 Project Narrative**

### **APPLICANT NAME AND LOCATION**

Organization Name:

Project Name:

Renewal or New Project:

Type of Project (PSH, PH-RRH, TH, SSO, HMIS):

Federal DUNS Number:

Address:

Contact Person:

E-mail & Phone:

Secondary Contact Person:

Email & phone:

Is your organization registered in the federal System for Award Management (SAM)?

**Directions: HMIS Project Applicants, begin on Question 9. All other Renewal Project Applicants, answer Questions 1 – 15. Points possible: 90**

### **PROJECT DESIGN (35 points)**

*HUD's guidance is that CoC's should prioritize admission for the chronically homeless, especially in Permanent Supportive Housing. More information is available at this link from HUD's SNAPS Weekly Focus, "Giving Priority to Chronically Homeless Persons:"*

<https://www.hudexchange.info/news/snaps-weekly-focus-giving-priority-to-chronically-homeless-persons/>.

- 1) Prioritization to end chronic homelessness: **(10 points)**
  - a. How many beds does your project have?
  - b. What percentage is currently dedicated to serving the chronically homeless?
  - c. How many beds will your project commit to prioritize for the chronically homeless through turnover in the future?
  - d. Identify your project's response to this question on the 2013 and 2014 CoC Project Applications, and compare your results this year.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

*As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness. More information on this and other priorities is available from a report released on July 23, 2014, for the Polk County Continuum of Care Board by Barbara Poppe and Associates (Barbara Poppe is the former director of the U.S. Interagency Council on Homelessness). This report is available on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.*

- 2) Prioritizing those who are unsheltered or accessing emergency shelter:
  - a. Based on your most recent APR, how many participants entered the program as unsheltered or from an emergency shelter? How does this compare to the total number of participants that entered your program? **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

*HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness offers the Housing First Checklist to help programs determine the extent to which they follow a Housing First approach. The checklist can be found at this link: [http://usich.gov/usich\\_resources/fact\\_sheets/the\\_housing\\_first\\_checklist\\_a\\_practical\\_tool\\_for\\_a](http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in) [ssessing housing first in](http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in). Additional information from HUD is available at this link from HUD's SNAPS In Focus, "Why Housing First:" <https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.*

- 3) Describe your project's policies in the following Housing First practice areas: **(15 points)**
- Are applicants required to have income prior to admission?
  - Are applicants required to be "clean and sober" or "treatment compliant" prior to admission?
  - Are tenants terminated from the program for not following through on their services and/or treatment plan?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

*In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>. A key measure that applies to CoC programs is the following:*

- The percentage of adults who gain or increase employment or non-employment cash income over time.***

- 4) How will your project further this goal? Include a discussion of past performance related to this goal. **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

**5) Budget request: (1 point)**

- a. What is the amount of this project's total 2015 Annual Renewal Request, as listed in Column AU of the approved Grant Inventory Worksheet (GIW)?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

**6) Total clients served: (1 point)**

- a. How many total clients were served by your project during the most recently completed operating year (based on the most recent submitted APR)?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)



- 7) Based on responses to the prior two questions, what is the cost per client served? What cost-per-client factors should be considered for your program? **(3 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

- 8) Exits to permanent destinations: **(10 points)**

- a. Of these clients served, how many exited to permanent destinations (or remained in permanent housing)? What does this indicate about your program?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

#### **CONTINUUM OF CARE PARTICIPATION (13 points)**

- 9) Annual Performance Report (APR) Submission: **(3 points)**

- a. Did your agency submit a complete copy of the most recent project HUD APR to the Iowa Finance Authority within 90 days of the end of the project's operating year?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

- 10)** Has any representative of your program been an active participant in the Iowa Council on Homelessness bi-monthly meetings? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(5 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

- 11)** Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

**BUDGET AND CAPACITY (17 points)**

- 12)** HUD Grant Monitoring **(2 points)**

a. Describe any HUD CoC Project monitoring results during the past three years.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

- 13)** Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed 7% (or the amount listed on the GIW, if a Renewal Project). Applications will not be approved if Administration Costs are greater than 7%. **(2 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

- 14)** Is your agency drawing down CoC funds from HUD at least quarterly? Explain. **(3 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

- 15) Spending history: (10 points)**

- a. Review the information for your project listed in the spreadsheet, “2015 Iowa Balance of State CoC Competition: Renewal Project Spending” (when available). If corrections are needed for the information in the spreadsheet, email them to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov). Did your project expend all funds? Please explain.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

**16) HMIS-only questions:**

- a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**
- b. Are the following plans in place:
  - i. Privacy Plan? **(1 point)**
  - ii. Security Plan? **(1 point)**
  - iii. Data Quality Plan? **(1 point)**
- c. How are these plans reviewed by the CoC and by the HMIS Lead regularly? **(3 points)**
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**
- e. What was the percentage of null or missing values for the Universal Data Elements on the day of the 2014 Point-in-Time count (or 2015 PIT count, as applicable and/or directed by HUD, depending on 2015 competition dates)? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**
- f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**
- g. Were PIT results reported to HUD in HDX by April 30<sup>th</sup>, 2014? **(3 points)**
- h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT count? **(3 points)**
- i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**
- j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**
- k. How does the HMIS Lead respond to identified HMIS-related CoC project needs (specific examples)? **(10 points)**
- l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**
- m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**